

2.0 PERSONNEL

2.1 Policy: Each agency will maintain an organizational structure that assures the operation and oversight of the AFLP/ASPPP will meet the current Standards, Scope of Work, and Policies and Procedures for each program.

2.2 Program Requirements

2.2.1 Each agency will designate a Program Director (see glossary for definition of Program Director) to administer the AFLP and ASPPP. The Program Director shall meet the following requirements:

- possess a Master's Degree from an accredited college or university program in Social Work, Public Health, Nursing, Education, Health Education, or other related health or social science field; (note: an automatic exemption to the education requirements will be granted for those individuals who hold the MCH program director position)
- be knowledgeable about community organization and resource development;
- demonstrate an understanding of normal growth and development of children throughout their life span, with special knowledge of adolescent development;
- demonstrate an understanding of issues and interventions for teen pregnancy prevention and teen pregnancy/parenting;
- demonstrate theoretical knowledge and practice in the area of case management;
- possess strong leadership skills with a minimum of two years managerial and/or supervisory experience in a health or social services setting;
- demonstrate organizational and interpersonal skills needed to work in complex situations;
- demonstrate awareness and ability to address the culturally unique needs of the target population.

Note: This policy applies to all Program Directors appointed after June 30, 2001.

2.2.1.1 The agency must obtain approval for the project director from the state assigned Program Consultant **prior** to appointment. This includes submission of the candidate's resume, curriculum vitae or application, along with the job description/duty statement, and agency organizational chart showing location of the AFLP/ASPPP director.

2.2.1.2 The agency must notify the MCH Branch in writing prior to any changes (e.g. – FTE, etc.) related to the AFLP/ASPPP director position. (See policy regarding job descriptions/duty statements.)

2.2.1.3 The MCH Branch reserves the option to base continuation of funding on the agency's capacity to recruit and retain a qualified individual as the AFLP/ASPPP director.

- 2.2.2 In the event that the agency has exhausted all avenues for recruitment and is unsuccessful in attempts to recruit a Program Director who meets all of the requirements described above, a request for waiver must be submitted to the MCH Branch for consideration.

Minimum waiver standards:

- possess a Bachelor's Degree from an accredited college or university program in Social Work, Health Services Administration, Nursing, Education, Health Education, or other related health or social science field;
- be knowledgeable about community organization and resource development;
- demonstrate an understanding of normal growth and development of children throughout their life span, with special knowledge of adolescent development;
- demonstrate an understanding of issues and interventions for teen pregnancy prevention and teen pregnancy/parenting;
- demonstrate theoretical knowledge and practice in the area of case management;
- possess strong leadership skills with a minimum of five years experience in a health or social services setting with three years managerial and/or supervisory experience. One year of post-baccalaureate Masters level education in a related field may be substituted for one year of managerial and/or supervisory experience;
- demonstrate organizational and interpersonal skills needed to work in complex situations;
- demonstrate awareness and ability to address the culturally unique needs of the target population.

2.2.2.1 The agency must obtain approval for the Program Director from the state assigned Program Consultant **prior** to appointment. This includes submission of the candidate's resume, curriculum vitae or application, along with the job description/duty statement, and agency organizational chart showing location of the AFLP/ASPPP director.

- The waiver is granted for a particular person and remains in place only as long as that person occupies the position for which the waiver was approved. If the person for whom the waiver was issued changes position or leaves employment with the agency, the waiver is void and the requirement reverts to the policy for minimum qualifications and approval of the director as outlined above.

2.2.2.2 If Program Director requirements were waived, a copy of the approved waiver for the Program Director and an explanation for continuing the waiver must be maintained in the agency files and

submitted with the agency's Application for Allocation or Grant Application

2.2.3 Each agency will notify MCH of the resignation or proposed change in program director and submit a plan for the interim oversight of the program until a new director is identified and approved by the MCH Branch. (See item 2 above under "Program Director Requirements"). The individual designated as interim program director must, at a minimum, meet the Program Director Waiver criteria detailed above.

2.2.3.1 The agency must submit its interim plan to MCH within two weeks of notification of the program director's resignation. At a minimum the plan must include the title and name of the person that will assume contractual responsibility for the program, the responsibilities the individual will assume if different from the "program director" duty statement, the projected timeframe of the interim director's tenure and the agency's plan for permanently filling the position.

2.2.3.2 Agencies which do not hire a Program Director within 90 days of the position becoming vacant must provide written explanation detailing obstacles preventing filling the position, strategies for filling the position and a projected timeframe.

2.2.4 Each agency will maintain an organizational chart that clearly delineates lines of program authority and responsibility within the agency, and written job descriptions/duty statements for all staff positions working in AFLP/ASPPP.

Note: Job specification/classification need only be submitted with the AFA for positions claiming enhanced funding. Enhanced funding can only be claimed by a local government entity and must meet and complete all requirements specified in the FFP guidelines.

2.2.4.1 The written job specification/classification shall include:

- Position title by which the position is identified.
- Scope of responsibilities and duties for the position.
- Qualifications, including the necessary education or competencies, years of experience, and other pertinent information.

The written duty statements shall include:

- Program specific title by which the position is identified on the budget.
- Program specific responsibilities that support the SOW and Program Standards.
- Only those duties performed for the AFLP/ASPP program.

- Minimum qualifications including the necessary education/degree or competencies, years of experience, and other pertinent information unless included in the job specification/classification submitted.
- Duties consistent with the level of Medi-Cal Administrative Claiming (Federal Financial Participation –FFP) on the budget (if claiming enhanced funding).
- The statement that the position requires a Skilled Professional Medical Personnel (SPMP) if enhanced funding is claimed.
 - Duty statements for SPMP and non-SPMP positions that perform like or similar duties/responsibilities must clearly identify the specialized skills used in the position that warrants the enhanced funding and is not provided by the non-SPMP position.

2.2.4.2 The agency will submit organizational charts, job descriptions/duty statements and staff qualifications for each classification to the MCH Branch for approval:

- With the application (RFA) for funding.
- When there are changes in the organizational structure or staffing patterns.
- When existing job descriptions/duty statements are revised.

2.2.5 Each agency's director shall attend all scheduled statewide directors' meetings.

2.2.5.1 The MCH Branch will notify each director of the date, time, and location of the meetings.

2.2.5.2 In the event of an emergency, directors who cannot attend the scheduled meeting must select a designee to attend in their place and notify the state assigned Program Consultant.

2.2.5.3 MCH Branch will reimburse each director or designee for allowable travel costs.

2.2.5.4 All travel claims will be submitted to the designated MCH staff for reimbursement as stipulated by written information prior to the meeting.

- Any claim for reimbursement of less than \$10.00 should be combined with the travel claim for the following meeting.

2.2.5.5 Each attendee is required to sign in at the meetings in order to claim for travel reimbursement.

2.2.6 Each agency will maintain an AFLP/ASPPP related education and training program for staff that will include, at a minimum, the following:

- program orientation
- mandated reporting requirements and procedures
- confidentiality of client information
- staff role and responsibility for meeting the requirements and overall intent of the program as delineated in the SOW and program standards
- training Needs Assessment
- on-going in-service education based on the training needs assessment

2.3 Procedures

- 2.3.1 All appointments for AFLP and ASPPP Director shall be submitted to MCH for approval
 - 2.3.1.1 All waivers must be submitted in writing to MCH
- 2.3.2 Job descriptions/classifications and duty statements kept on file for review.
- 2.3.3 Documentation of the personnel and training needs assessment will be kept on file at the agency.
- 2.3.4 Documentation of the education and training conducted, including program content and attendees will be kept on file at the agency.